REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Regulatory Information Specialist, GS-301-12/13**. Applicants at the GS-11, GS-12 or GS-13 levels are encouraged to apply. The Detail is available immediately for a period of 120 days.

Bargaining Unit Status: Bargaining Unit Position

Office Location: FDA
Center for Tobacco Products
10903 New Hampshire Avenue
Silver Spring, MD 20993

Opening Date: **February 12, 2018**
Closing Date: **February 24, 2018**

Area of Consideration: **FDA-Wide**

The Center for Tobacco Products offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who make a difference and strive to improve public health. The position is ideal for someone who wants to have a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to improving the CTP Office of Science SharePoint site and other data management activities.

Duties include:
The selected employee will support CTP's SharePoint sites for scientific review programs and related activities. The duties may include:

- Serving as a co-leader of interdisciplinary project teams to gather, analyze, document, communicate, and validate requirements for business processes supported by SharePoint.
- Analyzing regulatory review and scientific health information/data needs of the Office of Science in relation to existing capabilities for providing information to reviewers, and management on a variety of topics associated with the regulatory review process and research projects.
- Performing quality assurance activities pertaining to the integrity and accuracy of existing regulatory information and new data.
- Reviewing and testing enhancements made by contractor as a means of assuring quality control and acceptability of work by contractor.
- Training a variety of users, reviewers, and managers on how to use the system, types of information available, and reporting capabilities.

Desired Knowledge and Skills:

- Knowledge and experience in eliciting requirements, designing, building, and maintaining SharePoint sites for FDA.

- Demonstrated experience providing support and technical guidance. Includes but not limited to help with SharePoint permissions, list and library configurations, views, web part configurations, page modifications, site updates, navigation links and performing user adds/changes/deletes as requested.
- Demonstrated experience creating or updating existing sites; creating and modifying document libraries, lists and views; managing permissions; creating or updating forms (InfoPath).
- Ability to meet project goals, and skill in planning and organizing work to accomplish a variety of concurrent activities.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:
Supervisory concurrence should be obtained before you apply to this detail. The detail opportunity is open to all candidates qualified for the GS-12 or GS-13 grade level or Commissioned Corps officers. A temporary promotion may be available.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
gretchen.winand@fda.hhs.gov

Detail is reimbursable.
Travel Expenses will not be paid.

Candidates must express interest by February 24, 2018.
***This is not an official vacancy announcement under the Merit Promotion System.**